

## Vacancy Announcement

<b>Announcement #</b>	438-09110	<b>Position</b>	RN Surgical and Procedures Center		
<b>PayPlan</b>	VN	<b>Series</b>	0610		
<b>TargetGrade</b>		<b>Target PD</b>		<b>Pay Range</b>	
<b>Dev Grade</b>		<b>Dev PD</b>		<b>Dev Pay Range</b>	
<b>1st Dev Grade</b>		<b>1st Dev PD</b>		<b>1st Dev Pay Range</b>	
<b>Opens</b>	05/29/09	<b>Closes</b>	06/11/09	<b>Openings</b>	1
<b>Tour of Duty, etc</b>	Full Time 40hrs/wk; see note under major duties.				
<b>Special Comments</b>	The procedures outlined in AFGE Master Agreement, Article 22, Section 8 will be followed. First consideration will be given to current Sioux Falls VAMC employees. Grade determined by NPSB.				
<b>Service</b>	Surgical/Specialty Care Service Line				
<b>Section</b>					
<b>Area/Consideration</b>	Sioux Falls VAMC employees				
<b>Duty Site</b>	Sioux Falls, VAMC				
<b>Major Duties</b>	<p>Tour of Duty: Monday through Friday typically between the hours of 0700-1530. Some tours will be earlier and some later to accommodate the needs of patients. Such deviations to the normal tour are typically rotated among staff. This position does not normally provide for tours that will include shift differentials.</p> <p>The incumbent will work in the Surgical Procedures Center (SPC) within the Surgical Specialty Service line under the supervision of the Nurse Manager assigned to 4th floor Specialty Clinics.</p> <p>Major duties: The incumbent for this position will work with an interdisciplinary team that includes members from numerous service lines to include Long Term Care, Primary Care, Pharmacy, Path and Laboratory and others as needed. The incumbent will also work with outside agencies and medical centers to ensure continuity of care and to provide education and follow-up at the direction of the attending physician.</p> <p>Prior to the surgical procedure, the incumbent will perform a pre-op assessment including vital signs, pain assessment, medication reconciliation, and pre and post-operative instructions. On the day of the surgical procedure, the incumbent will obtain vital signs including a pain assessment, and complete the pre-operative surgery checklist. Following the surgical procedure and recovery in PACU, the incumbent will complete all post-op care and documentation. The incumbent will ensure patient comfort and continued care while documenting the patient's recovery until discharge. The incumbent will also provide routine follow-up support to the patient to include education for the patient/family/guardian and or nursing or assisted living facilities.</p> <p>The incumbent is required to have the skills and abilities to assist in surgical procedures such as epidural blocks, and other minor surgical procedures. The incumbent will also be required to explain these procedures with compassion and caring to the patient and/or family members/guardian as needed. The incumbent will also be required to start IV's, administer medications and perform injections. The incumbent must have significant knowledge of medications to include documenting discrepancies and/or potential conflicts and bringing those discrepancies to the attention of the attending physician.</p>				

The incumbent must be flexible and able to provide assistance to other clinics such as Endoscopy where conscious sedation is administered, Minor Surgery, Surgery Clinics or other patient care areas as needed, and therefore, the incumbent must be ACLS certified. The incumbent must be skilled and knowledgeable in infection control guidelines. Duties will also include stocking and ensuring supply cabinets are full, patient education, and independently preparing rooms between patient visits.

A portion of the incumbent's job will be to provide administrative support related to the activities in the SPC. These duties are critical to ensure the efficient operation of the SPC. Responsibilities to include coordinating services with different areas of the medical center and for veterans traveling from a distance to receive care. The incumbent will be responsible for learning and completing all required training required for scheduling competency. The incumbent will review patient history to include any current medications, current health, recent procedures, or acute or chronic illnesses that may have any relevant bearing on the planned surgical procedure. After scheduling for a procedure, the incumbent will work with the patient or responsible family members/guardian to provide information related to the planned procedure and scheduling. This may include working with the patient on issues and concerns while at the VA Medical center. It may also include unusual requests or questions related to veterans traveling long distances, coordinating for travel concerns, working with nursing facilities or hospitals. It is critical for this position, that the incumbent have demonstrated positive skills in communicating with patients and or family members/guardians in a compassionate and professional demeanor. The incumbent will discuss with the patient or family members/guardian the entire surgical preparation to include pre and post-op education.

## **Time In Grade**

## **Qualifications**

1. Citizenship. Citizen of the United States
2. Graduation from School of Nursing; Graduate of a school of professional nursing approved by the appropriate State and accredited by one of the following accrediting bodies at the time the program was completed by the applicant. The National League for Nursing Accrediting Commission (NLNAC), or The Commission on Collegiate Nursing Education (CCNE). BSN preferred.
3. Incumbent must possess and maintain a full, active, current, and unrestricted registration as a graduate professional nurse in a state, territory, or commonwealth of the U. S. or in the District of Columbia.
4. Grade requirements established by VA Directive and Handbook 5005.
5. Subject to physical standards established by VA Directive and Handbook 5019.
6. English Language Proficiency. RNs appointed to direct patient care positions must be proficient in spoken and written English as required by 38 U.S.C. 7402(d) and 7407(d).

**QUALIFYING EXPERIENCE:** Successful nursing practice maintaining acceptable standards within a health care setting. To be creditable, nursing experience as a Registered Nurse (RN) must be documented on the application and verified through an employment reference or other means. Consideration will be given to prior positive community or public health nursing experience, national certification in a relevant specialty, and baccalaureate or higher educational preparation in nursing. The selecting official reserves the right to select the most qualified candidate.

**APPLICANTS PLEASE NOTE:** Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement). Therefore, applicants must report only attendance and/or degrees from schools accredited by

accrediting institutions recognized by the U.S. Department of Education. Applicants can verify accreditation at the following website:  
<http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.

VA Handbook 5005 defining the nurse qualification standards are available for review in the Human Resources Management Service. A Bachelor of Science Degree in Nursing is preferred for this position.

## **Rating Factors**

1. PRACTICE: The extent to which the RN effectively uses the nursing process components of assessment, diagnosis, outcome, identification, planning, implementation, and evaluation in varied practice settings. (Evidence-Base Practice)
2. QUALITY OF CARE: The extent to which the RN systematically evaluates and improves the quality and effectiveness of nursing practice and health care delivery.
3. PERFORMANCE: The extent to which the RN evaluates his/her own nursing practice as well as the performance of others.
4. EDUCATION/CAREER DEVELOPMENT: The extent to which the RN acquires and uses current knowledge for self and others.
5. COLLEGIABILITY: The extent to which the RN contributes to the professional development of peers, colleagues, and others.
6. ETHICS: The extent to which the RN makes decisions and takes action in an ethical manner.
7. COLLABORATION: The extent to which the RN collaborates with clients, significant others, and other health care and service providers.
8. RESEARCH: The extent to which the RN uses research in practice. (Evidence-Based Practice).
9. RESOURCE UTILIZATION: The extent to which the RN considers factors related to safety, effectiveness, and cost in planning and delivering care.

## **Application Process** Applicants must submit an application package consisting of:

- VA Form 10-2850a, "Application for Registered Nurse (RN), Certified Nurse Anesthetist (CRNA), Certified Nurse Practitioner (CNP)"
- A résumé may also be attached
- Copy of most recent evaluation/appraisal.
- Registered Nurse 9 Dimensions narrative.
- Registered Nurse 9 Dimensions Supervisor narrative. Attach at least one supervisor narrative; this can include a current or former (within the last 2 years) supervisor.
- Registered Nurse 9 Dimensions Peer narrative. Attach at least two to three peers narratives; Director of Nursing, Former Supervisor, Head Nurse, Coworker and/or other are considered peers.

These forms may be obtained through the Human Resources Office or from [www.sioxford.va.gov](http://www.sioxford.va.gov).

Application packages are to be submitted to and received in the VA Medical Center, Human Resources Office, 2501 W. 22nd St., Sioux Falls, SD 57105 not later than 06/11/2009.

For additional information contact Patricia Hinzman, (605) 333-6852 or [Patricia.Hinzman@va.gov](mailto:Patricia.Hinzman@va.gov).

PRE-EMPLOYMENT PHYSICAL EXAMINATION: Position is subject to a pre-employment physical examination. Employment will be contingent upon the results of any required

physical.

**DRUG TESTING:** All applicant(s) tentatively selected for Department of Veterans Affairs (VA) employment in a Testing Designated Position (TDP) are subject to urinalysis to screen for illegal drug use prior to appointment. Applicant(s) who refuse to be tested will be denied employment with VA.

**VET PRO CREDENTIALING:** Individuals selected for positions that have patient care responsibilities are subject to undergoing an electronic credentialing process called VetPro. As part of this process, it will be necessary for you to submit complete information concerning your professional education, training, experience, licensure and certifications using VetPro. The candidate selected will be provided with further information on how to use VetPro.

**EQUAL EMPLOYMENT:** Applicants will receive consideration without regard to race, color, sex, religion, partisan political affiliation, national origin, age, physical or mental handicap. This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and/or hiring process, please notify the agency. A decision for granting reasonable accommodation will be on a case-by-case basis.

**SECURITY:** Appointments in the Federal Government are subject to a criminal background investigation.

**CONDITION OF EMPLOYMENT:** Direct Deposit/Electronic Funds Transfer (DD/EFT) has been established for new civilian employees and employees competitively selected for promotions and reassignments. Employees meeting this definition must enroll in DD/EFT or request a waiver of enrollment. Information will be provided when the job offer is made and during in processing.

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